

# Moorpark

## Application Submittal Requirements

### Lot Line Adjustment/ Certificate of Compliance

Community Development Department

The following list, as identified by City Staff, specifies information that is required in order for you to submit your permit application (see also city zoning code and subdivision ordinance requirements and following plot plan and elevation requirements):

Submittal Requirements by \_\_\_\_\_ Date: \_\_\_\_\_ Application Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

Required # Submitted

#### Community Development Department Requirements

- |                          |    |  |                          |
|--------------------------|----|--|--------------------------|
| <input type="checkbox"/> | 1  | Universal Application Form   | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | Application Fee Deposit(s) per adopted fee schedule (attached)   | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | Fee Reimbursement Agreement  | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | Project Description Questionnaire  | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | Hazardous Waste & Substances Statement   | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | Project Site Sign Posting Acknowledgement (Affidavit filed upon posting)   | <input type="checkbox"/> |
| <input type="checkbox"/> | 15 | Maps showing existing and proposed property lines, folded 8-1/2 x 11 (See attached Plan Requirements sheet) prepared by a licensed Land Surveyor or registered civil engineer. | <input type="checkbox"/> |
| <input type="checkbox"/> | 15 | Existing and Proposed Legal Descriptions with Engineer's Stamp and signature   | <input type="checkbox"/> |
| <input type="checkbox"/> | 3  | Tree Report  | <input type="checkbox"/> |
| <input type="checkbox"/> | 5  | Conceptual Fence/Wall Plan, folded 8-1/2 x 11 (may be incorporated into site plan or landscape plan)   | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | 8-1/2" x 11" clear Acetate reduction of all plans and drawings.  | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | Electronic Image (.JPG or .TIF) of all plans and drawings.   | <input type="checkbox"/> |
| <input type="checkbox"/> | 1  | 3" x 4" location map identifying site  | <input type="checkbox"/> |
| <input type="checkbox"/> | —  | Other:   | <input type="checkbox"/> |

#### City Engineer Requirements

- |                          |    |  |                          |
|--------------------------|----|--|--------------------------|
| <input type="checkbox"/> | 3  | Preliminary Soils Report prepared by a registered engineer or engineering geologist. | <input type="checkbox"/> |
| <input type="checkbox"/> | 15 | Conceptual Grading Plan, folded 8-1/2 x 11   | <input type="checkbox"/> |
| <input type="checkbox"/> | 15 | Conceptual Drainage Plan, folded 8-1/2 x 11 (may be incorporated into grading plan)  | <input type="checkbox"/> |

## LLA/CoC Submittal Requirements

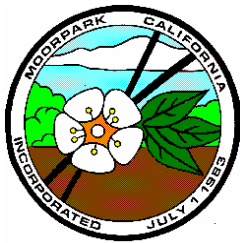
- |                          |     |   |                          |
|--------------------------|-----|---|--------------------------|
| <input type="checkbox"/> | 3   | Preliminary Title Report  | <input type="checkbox"/> |
| <input type="checkbox"/> | 3   | Soils Report for Septic System Suitability                                      | <input type="checkbox"/> |
| <input type="checkbox"/> | 1   | _____ Well Water Quality & Availability Report / _____Water Availability Letter | <input type="checkbox"/> |
| <input type="checkbox"/> | 5   | NPDES compliance plan (may be incorporated into grading or drainage plan)       | <input type="checkbox"/> |
| <input type="checkbox"/> | ___ | Other:  | <input type="checkbox"/> |

### **Air Quality Management District Requirements**

- |                          |   |                    |                          |
|--------------------------|---|--------------------|--------------------------|
| <input type="checkbox"/> | 1 | Air Emissions Data | <input type="checkbox"/> |
|--------------------------|---|--------------------|--------------------------|

### **Additional Requirements**

- |                          |     |        |                          |
|--------------------------|-----|--------|--------------------------|
| <input type="checkbox"/> | ___ | Other: | <input type="checkbox"/> |
| <input type="checkbox"/> | ___ | Other: | <input type="checkbox"/> |
| <input type="checkbox"/> | ___ | Other: | <input type="checkbox"/> |



# Moorpark

## Universal Application

### Community Development Department

CDD Use Only

Case Number(s):

**Note to applicants:** This application MUST be accompanied by all required submittal materials and fees, as noted on the Submittal Requirements for each request, prior to acceptance by the Community Development Department. **Incomplete applications WILL NOT BE ACCEPTED.**

Type of Project:

☐ Residential

☐ Commercial

☐ Industrial

☐ Other

Identify requested action(s) below:

☐ Certificate of Compliance

☐ Conditional Use Permit

☐ Development Agreement

☐ General Plan Amendment

☐ Lot Line Adjustment

☐ Parcel Map

☐ Parcel Map Waiver

☐ Planned Development Permit

☐ Sign Permit/Program

☐ Specific Plan

☐ Specific Plan Amendment

☐ Tentative Tract Map

☐ Variance

☐ Zone Change

☐ Other \_\_\_\_\_

☐ Modification to permit marked

☐ Pre-application for checked items

Please Type or Print in Blue or Black Ink

**Applicant:**

**Property Owner:**

(Name)

(Name)

(Address)

(Address)

(City, State, ZIP)

(City, State, ZIP)

(Phone)

(E-mail)

(Phone)

(E-mail)

**Project Location:**

Street Address of Project: \_\_\_\_\_

APN: \_\_\_\_\_ Lot/Tract: \_\_\_\_\_

Other Description of Location: \_\_\_\_\_

**Project Description:**

Thoroughly describe the proposed project. Including all components for which permits are requested. Attach additional sheets if necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Site Description:**

Number of existing parcels \_\_\_\_ Area of subject parcel(s): \_\_\_\_ ac. / \_\_\_\_ s.f.

Number of proposed lots (if different from existing) \_\_\_\_

Street(s) property is accessed from: \_\_\_\_\_

Existing structures on site? Yes No (circle one) If yes, describe. Include square footage, height, function, habitability, and whether proposal calls for the removal of the structure(s).

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**Neighboring Uses:**

Describe use(s) on property to:

North \_\_\_\_\_

East \_\_\_\_\_

South \_\_\_\_\_

West \_\_\_\_\_

**Affidavit:**

I hereby consent to and make application for the above referenced land use actions and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge. I further acknowledge that the burden to justify the approval of this request is mine alone, and that neither City staff nor other City officials are under any obligation to support or approve the requests contained herein.

**Signature of Applicant:**

**Signature of Property Owner:**

\_\_\_\_\_ Date

\_\_\_\_\_ Date

If there are multiple property owners, please attach a consent letter for each owner. For pre-applications, sign permits, Planned Development Permits, Conditional Use Permits and modifications to such, if owner(s) refuse or are unable to sign, provide a copy of lease, or title report (where mineral rights are involved) may be submitted. Property owner **must** sign for all other applications. For persons with Power of Attorney for property owner, please submit Power of Attorney documentation with this application.

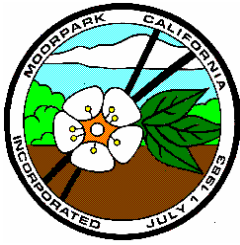
**Community Development Department Use Only**

Date Filed ____ / ____ / ____	Date Deemed Complete ____ / ____ / ____	Date of Environmental Determination ____ / ____ / ____
APN: ____ -0- ____	Case Planner _____	<input type="checkbox"/> ND <input type="checkbox"/> MND <input type="checkbox"/> EIR <input type="checkbox"/> Exempt Class ____
Current Zoning ____	Current G.P. Des. _____	Related Cases _____
Fees Paid \$ _____	Receipt No. _____	Project Billable? <input type="checkbox"/> YES <input type="checkbox"/> NO
Control Code _____	Applicant I.D. _____	Final Disposition <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> WD
Expiration Date ____ / ____ / ____	Extended to ____ / ____ / ____	Extended to ____ / ____ / ____

Notes: \_\_\_\_\_

Please list the name, title (applicant, engineer, architect, etc.), and e-mail address for each party who should receive a copy of the staff report prior to public hearings. Copies will be sent electronically. Paper copies of the reports may be mailed at an additional cost to the applicant. Should you desire a paper copy of the report, please give your case planner a written list of names and addresses at least 10 business days prior to your hearing date.

[illegible]



# Moorpark

## Reimbursement Agreement

### Community Development Department

CDD Use Only
Case Number(s):

I, the undersigned property owner or applicant, hereby authorize the City of Moorpark to review the submitted Plans for the above named referenced permit/entitlement request(s) in accordance with the Moorpark Municipal Code including Title 17 Zoning. I am herewith depositing \$\_\_\_\_\_ to cover staff review, coordination and processing cost based on real time expended.

I understand that if the final cost is less than the deposit fee, the unexpended portion will be refunded after receipt and approval of a written request. I further understand that if the final cost is more than the deposit fee, within 30 days of receiving billing from the city, I shall pay the balance due not to exceed seventy five percent (75%) of the deposit fee unless the City Council authorizes collection of more than 75% of the deposit fee, I also understand that the City Council may approve the collection of an additional deposit.

Pursuant to the Zoning Code, Discretionary Permits may only be granted if all billed fees and charges for processing the application request that are due for payment have been paid. If in the course of processing such plans, the applicable billed fees and charges have not been paid, the City may, after a hearing deny such plans based upon the applicant's failure to pay said fees and charges.

\_\_\_\_\_  
Name of Property Owner or Designee (print or type)

\_\_\_\_\_  
Address of Property Owner (do not use Post Office Box)

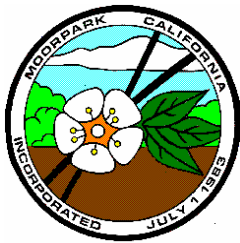
\_\_\_\_\_  
Name of Applicant (if different than Principal)

\_\_\_\_\_  
Address of Applicant (do not use Post Office Box)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(If Corporation, list corporate officer(s) authorized to act on behalf of the corporation.)



# Moorpark

## Project Description Questionnaire

Community Development Department

Type of Project:

☐ Residential

☐ Commercial

☐ Industrial

☐ Other

Identify requested action(s) below:

☐ Certificate of Compliance

☐ General Plan Amendment

☐ Parcel Map Waiver

☐ Specific Plan

☐ Variance

☐ Conditional Use Permit

☐ Lot Line Adjustment

☐ Planned Development Permit

☐ Specific Plan Amendment

☐ Zone Change

☐ Development Agreement

☐ Parcel Map

☐ Sign Permit/Program

☐ Tentative Tract Map

☐ Other \_\_\_\_\_

☐ Modification to permit marked

☐ Pre-application for checked items

### A. PROJECT SITE

1. Name and address of developer or project sponsor:
2. Name, address, telephone number and e-mail address of person to be contacted concerning this project:
3. Describe Location (address, nearest public road, cross street, community, etc.) and attach vicinity map:
4. Assessor's Parcel Number:
5. Indicate number of the permit application for the project to which this permit pertains (if any):

6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies:

7. Existing General Plan Designation:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Rural Low (RL) 1du/5ac            | <input type="checkbox"/> Rural High (RH) 1du/ac   | <input type="checkbox"/> Low Density (L) 1 du/ac          |
| <input type="checkbox"/> Medium Low (ML)2du/ac             | <input type="checkbox"/> Medium (M) 4du/ac        | <input type="checkbox"/> High (H) 7du/ac                  |
|  | <input type="checkbox"/> Very High (VH) 15 du/ac  |   |
| <input type="checkbox"/> Neighborhood Commercial (C-1)     | <input type="checkbox"/> General Commercial (C-2) | <input type="checkbox"/> Commercial -Industrial Mix (C-I) |
| <input type="checkbox"/> Light Industrial (I-1)            |   | <input type="checkbox"/> Medium Industrial (I-2)          |
| <input type="checkbox"/> Agricultural 1 (AG-1) 1du/10-40ac |   | <input type="checkbox"/> Agricultural 2 (AG-2) 1du/40ac   |
| <input type="checkbox"/> Open Space 1 (OS-1) 1du/10-40ac   |   | <input type="checkbox"/> Open Space 2 (OS-2) 1du/40ac     |
| <input type="checkbox"/> Schools (S)                       | <input type="checkbox"/> Parks (P)                | <input type="checkbox"/> Public Institutional (PUB)       |
| <input type="checkbox"/> Floodway (FLDWY)                  |   | <input type="checkbox"/> Freeway Right-of-Way (FRWY-R/W)  |
|  | <input type="checkbox"/> Specific Plan (SP)       |   |

8. Proposed General Plan Designation:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Rural Low (RL) 1du/5ac            | <input type="checkbox"/> Rural High (RH) 1du/ac   | <input type="checkbox"/> Low Density (L) 1 du/ac          |
| <input type="checkbox"/> Medium Low (ML)2du/ac             | <input type="checkbox"/> Medium (M) 4du/ac        | <input type="checkbox"/> High (H) 7du/ac                  |
|  | <input type="checkbox"/> Very High (VH) 15 du/ac  |   |
| <input type="checkbox"/> Neighborhood Commercial (C-1)     | <input type="checkbox"/> General Commercial (C-2) | <input type="checkbox"/> Commercial -Industrial Mix (C-I) |
| <input type="checkbox"/> Light Industrial (I-1)            |   | <input type="checkbox"/> Medium Industrial (I-2)          |
| <input type="checkbox"/> Agricultural 1 (AG-1) 1du/10-40ac |   | <input type="checkbox"/> Agricultural 2 (AG-2) 1du/40ac   |
| <input type="checkbox"/> Open Space 1 (OS-1) 1du/10-40ac   |   | <input type="checkbox"/> Open Space 2 (OS-2) 1du/40ac     |
| <input type="checkbox"/> Schools (S)                       | <input type="checkbox"/> Parks (P)                | <input type="checkbox"/> Public Institutional (PUB)       |
| <input type="checkbox"/> Floodway (FLDWY)                  |   | <input type="checkbox"/> Freeway Right-of-Way (FRWY-R/W)  |
|  | <input type="checkbox"/> Specific Plan (SP)       |   |

9. Existing zoning:

- |  |   |   |
|--|---|---|
|  | <input type="checkbox"/> Open Space (OS)                      |   |
| <input type="checkbox"/> Agricultural Exclusive (AE)                 | <input type="checkbox"/> Rural Agricultural (RA)              | <input type="checkbox"/> Rural Exclusive (RE)           |
| <input type="checkbox"/> Single Family Estate (RO)                   | <input type="checkbox"/> Single Family Res. (R-1)             | <input type="checkbox"/> Two Family Residential (R-2)   |
| <input type="checkbox"/> Res. Planned Development (RPD) - ____du/ac. |   | <input type="checkbox"/> Trailer Park Development (TPD) |
| <input type="checkbox"/> Commercial Office (CO)                      | <input type="checkbox"/> Neighborhood Comm. (C-1)             | <input type="checkbox"/> General Commercial (C-2)       |
|  | <input type="checkbox"/> Commercial Planned Development (CPD) |   |
| <input type="checkbox"/> Industrial Park (M-1)                       |   | <input type="checkbox"/> Limited Industrial (M-2)       |
| <input type="checkbox"/> Institutional (I)                           |   | <input type="checkbox"/> Specific Plan                  |



10. Proposed zoning:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Agricultural Exclusive (AE)                 | <input type="checkbox"/> Open Space (OS)                      | <input type="checkbox"/> Rural Exclusive (RE)           |
| <input type="checkbox"/> Single Family Estate (RO)                   | <input type="checkbox"/> Rural Agricultural (RA)              | <input type="checkbox"/> Two Family Residential (R-2)   |
| <input type="checkbox"/> Res. Planned Development (RPD) - ____du/ac. | <input type="checkbox"/> Single Family Res. (R-1)             | <input type="checkbox"/> Trailer Park Development (TPD) |
| <input type="checkbox"/> Commercial Office (CO)                      | <input type="checkbox"/> Neighborhood Comm. (C-1)             | <input type="checkbox"/> General Commercial (C-2)       |
|  | <input type="checkbox"/> Commercial Planned Development (CPD) |   |
| <input type="checkbox"/> Industrial Park (M-1)                       |   | <input type="checkbox"/> Limited Industrial (M-2)       |
| <input type="checkbox"/> Institutional (I)                           |   | <input type="checkbox"/> Specific Plan                  |

11. Proposed use of site (Project for which this form is filed):

12. Site size:

a. Square footage:

b. Number of floors of construction:

c. Amount of off-street parking provided:

d. Attached plans:

13. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

14. Total Square Feet/Acres:
15. Existing Land Use(s):
16. Existing Building(s) and Structure(s):
17. Maximum Existing Slope Gradient (horizontal feet/ea. - vertical foot):
18. Distinctive Physical Features:
19. Existing Vegetation:
20. Where do vehicles currently enter the site?:
21. Existing Drainage Facilities (if any)
22. Existing Drainage Direction(s):

23. Existing Water Supply (if any):

24. Existing Sanitation Facilities (if any):

25. Existing Utilities & Easements and location (gas, electrical, etc.):

26. Existing fire hydrant locations and capacity:

27. Describe the no., type, size and location of all existing signs, if any:

28. Hazardous Materials:

Would your existing or proposed tenants utilize any type of material(s) which can be placed into one of the following four categories:

a. Toxic:

b. Corrosive:

c. Ignitable:

d. Reactive:

If yes, please give further explanation. (Use additional page if necessary). If hazardous material or waste is identified, then occupancy must be reviewed by the Planning Commission (under 20,000 square feet or less) and City Council (over 20,000 square feet).

29. Social

- a. Are there any residents on the site? (If so, how many)
- b. Are there any employment opportunities on the site? (If so, how many?)
- c. Will the proposal reduce currently available low and/or very low income housing through changes in use or demolition?

Fill in Item 30 if project is RESIDENTIAL

30. Project Description

- a. Type of development:
  - ☐ Single Family   ☐ Two Family
  - ☐ Multifamily   ☐ Townhouse   ☐ Condominium
- b. Number of structures:
- c. Height:
- d. Number of bedrooms:
  - ☐ 1 bedroom   ☐ 2 bedroom

☐ 3 bedroom ☐ 4 or more bedroom

e. Total Gross density (DU/total acres):

f. Net density (DU/total acres minus any dedication):

Fill in items 31-53 if project is COMMERCIAL or INDUSTRIAL

31. Project Description

a. Type(s) of land use:

b. Floor area:

c. Height:

d. Number of stories of structure:

e. Type of construction used in the structure:

32. Describe major access points to the structure and the orientation to adjoining properties:

33. Number of on-site parking spaces provided (9' X 20'):

Standard:

Accessible:

Compact:

34. Percent of site in road and parking surface:
35. Number of loading spaces provided (12' X 50'):
36. Estimated number of employees per:
- a. Shift:
  - b. Total:
37. Estimated number of customers per:
- a. Day:
  - b. Basis of estimate:
38. Estimated range of service area (miles) and basis of estimate:
39. Type/Extent of operation not in enclosed building:
- a. Hours of operation:
  - b. Size and use of outside storage:
40. Estimated No. of truck deliveries/loadings per day (if any):

41. Estimated number of truck deliveries/loading between:
- a. 7:00 a.m. & 7:00 p.m. (if any):
  - b. 7:00 p.m. & 7:00 a.m. (if any):
42. Area of landscaping (sq.ft.):
43. Area of natural open space that is part of the project (sq.ft.):
44. Percent of parking area to be landscaped:
45. Percent of parking area covered by tree canopy at 50% maturity:
46. Type(s) of screening/fencing to be provided:
47. Describe all proposed signs.
- a. Number:
  - b. Type:
  - c. Size:
  - d. Location:
48. If applicable, will existing signs be removed? If so, describe:

49. How will security be provided on site?
50. Will project be developed in phases? If so, describe each phase in detail (attach sheets, if necessary):
51. Describe any potential noise sources associated with the project. If applicable, also describe what methods would be used to reduce the noise so as not to be objectionable to surrounding uses (attach sheets, if necessary):
52. Describe any uses or operations producing significant light or glare. If applicable, describe what methods would be used to shield, enclose or otherwise control light or glare so as not to be objectionable to surrounding uses (attach sheets if necessary):
53. If alcoholic beverages/liquor is to be sold please specify type of license:

Fill in items 54 - 55 if project is other than residential, commercial or industrial.

54. Project Description
- a. Type of project:
  - b. Type of facility to be provided:
  - c. Square feet of enclosed structures to be provided:



d. Height of structures?

Maximum:

Minimum:

e. Ultimate occupancy load of project:

f. Number of on-site parking spaces to be provided:

g. Square feet of road and paved surfaces:

h. If the project will result in any new employment opportunities describe the nature and type of these opportunities:

55. How many vehicle trips per day will be generated by the project?

**B. SURROUNDING PROPERTY**

1. Building and Structures (indicate approx. distance from project site).
  - a. North:
  - b. South:
  - c. East:
  - d. West:
2. Distinctive Physical Features
  - a. North:
  - b. South:
  - c. East:
  - d. West:
3. Vegetation
  - a. North:
  - b. South:
  - c. East:
  - d. West:
4. Drainage Facilities (if any)
  - a. North:
  - b. South:
  - c. East:
  - d. West:
5. Noise characteristics of the surrounding area (include significant noise sources):

**C. PROPOSED SERVICES**

1. Drainage - Describe how increased runoff will be handled both on-site and off-site.

- a. Will the project require the installation or replacement of storm drains or channels? If yes, indicate:

Length:

Size:

Capacity:

2. Water Supply

- a. Estimate yearly water supply needs in Acre Feet:
- b. Water Source (check): ☐ Wells ☐ Water purveyor.

If wells, attach three copies of a well quantity and quality report from a testing lab.  
If water purveyor, attach three copies of a water availability letter from purveyor.

- c. Will the project require the installation or replacement of new water service mains? If yes, indicate.

Length:

Size:

Capacity:

3. Sanitation

If private system, attach three copies of a soils report and percolation test data, and describe the proposed system (leach field or seepage pit):

If public sewers, attach three copies of a sewer availability letter from sanitary district. Will the project utilize existing sewer mains? If not, indicate:

Length of new mains:

Size of new mains:

Capacity of new mains:

4. Electricity

- a. What is the projected amount of electrical usage (peak Kw/Hrs/Day):
- b. Do existing lines have to be increased in number or size? If yes, describe:
- c. Do any overhead electrical facilities require relocation?

5. Natural Gas

- a. Indicate expected amount of gas usage:
- b. Do existing gas lines have to be increased in size?
- c. Indicate length and size of new off-site gas mains (if applicable):

6. Other Utilities

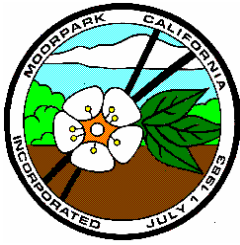
Indicate whether these are available at the subject property, and if not, the distance from the nearest connection to the subject site.

Telephone:

Cable Television:

7. Fire Protection

Indicate No. and capacity of existing and/or proposed fire hydrants and distance from proposed buildings.



# Moorpark

## Hazardous Waste and Substances Statement

Community Development Department

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This development project is not located on a site that is included on any of the attached compiled lists pursuant to Section 65962.5 of the Government Code.

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Applicant's Signature

Date

Note: If the project and any alternatives proposed in this application are contained on the lists compiled pursuant to Section 65962.5 of the Government Code, the project applicant must submit with the application a signed statement which contains the following information:

---

Name of Applicant (Print or Type)

---

Address

City

State

Zip Code

Telephone

---

Address of site (street name and number, if available, and ZIP Code)

---

Local Agency (City /County)

---

Assessor's book, page and parcel number

---

Specify any list pursuant to Section 65962.5 of the Government Code

---

---

Registry identification number

---

Date of List

---

Applicant's Signature

Date

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## Department of Toxic Substances Control

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[Search Tips](#)

### DTSC: Site Cleanup

DTSC's Hazardous Waste and Substances Site List (Cortese List)

VENTURA County

City	Address	ZIP	Site Name
FILLMORE	67 EAST TELEGRAPH ROAD	93015	<a href="#">PACIFIC COAST PIPE LINES</a>
OXNARD	3919 VINEYARD	93030	<a href="#">PACIFIC PEST CONTROL</a>
OXNARD	5601 EDISON DR	93033	<a href="#">VEHICLE PREPARATION CENTER</a>
POINT MUGU	4500 ACRES; 50 MI NW OF LOS ANGELES, CA	93042	<a href="#">POINT MUGU/PACIFIC MISSILE TEST CENTER</a>
PORT HUENEME	1000 23RD AVE	93043	<a href="#">PORT HUENEME NAVAL CONST BAT CNT</a>
PORT HUENEME	560 CENTER DRIVE	93043	<a href="#">NAVY CIVIL ENGINEERING LABORATORY</a>
SEACLIFF	INTERSECTION HWY 101 AND HWY 1	93001	<a href="#">SEACLIFF TRAIN DERAILMENT</a>
VENTURA	224 S. LAUREL ST.	93001	<a href="#">VALLEY PLATING COMPANY</a>
VENTURA	4285 CROOKED PALM ROAD	93001	<a href="#">CHEM-O-LENE</a>

**Number of Sites: 9**



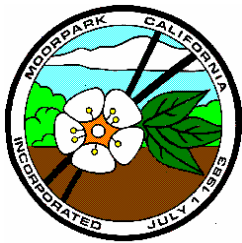
**TOP**



[Cal/EPA](#) | [Air Resources Board](#) | [California Integrated Waste Management Board](#) | [Department of Pesticide Regulation](#)  
[Office of Environmental Health Hazard Assessment](#) | [State Water Resources Control Board](#)

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# Moorpark

## Project Site Sign Posting

Community Development Department

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### CASES REQUIRING PUBLIC NOTICE SIGNAGE INCLUDE:

Zone Changes	Planned Development Permits	Specific Plan
Conditional Use Permits	Tentative Tract Permits	Parcel Maps
Variances	Modifications	Extensions to above

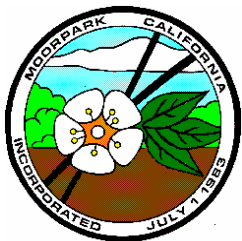
### REQUIREMENTS:

1. Size: Shall be thirty-two (32) square feet in sign area.
2. Height: Shall not exceed eight (8) feet.
3. Location: Not less than five (5) feet inside the property line in residential zones, and not less than one (1) foot inside the property line in commercial and industrial areas. The location selected shall be the location most visible to the public. Where no clear street frontage exists, or where multiple frontages exist, the location shall be approved by the Community Development Director.
4. No illumination.
5. One sign per street frontage of the property to which it refers.
6. Sign shall include only the following factual information:
  - a. Appropriate heading (Example: NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT).
  - b. Appropriate content as to type of project, number of units, etc. (Example: PROPOSED ON THIS SITE: 62 TOWNHOMES. Do not use descriptive words such as "luxurious," "elegant," etc.
  - c. Adequate space to note public hearing date, time and location. To be inserted when date for public hearing has been set at least eleven (11) days prior to the hearing date.
  - d. Adequate space shall be provided for the Developer and City Hall telephone numbers.
7. Dates shall be changed for Commission items continuing on to the City Council.
8. Signs must be removed not more than 12 days after final action by the City.
9. An affidavit certifying that a notice of public hearing sign was posted on the project site must be filled out and completed at least eleven (11) days prior to the date of the public hearing.



SAMPLE SIGN:

8'		
4'	<b>NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT CASE NUMBER _____</b>	
	<b>Proposed on this site:</b>	
	_____ _____ _____ _____	
	<b>PUBLIC HEARING</b>  <b>Date:</b> <b>Time:</b> <b>799 Moorpark Avenue</b> <b>Moorpark, CA 93021</b>	<b>FOR INFORMATION CALL:</b>  <b>Developer - City Hall</b>  _____ _____ _____ _____
2'-4'		



# Moorpark

## Sign Posting Affidavit

Community Development Department

County of Ventura )  
 ) SS:  
State of California )

THIS IS TO CERTIFY that, pursuant to the provisions of Chapter 17.68 of the Moorpark Municipal Code, a notice of public hearing sign was posted on the property, the subject of the hereinafter described improvement project in the City of Moorpark.

PROJECT

APPLICANT

DATE FILED

DATE POSTED

DATED

APPLICANT

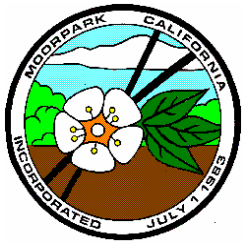
TITLE

Note: This affidavit must be completed and delivered to Moorpark City Hall no less than eleven (11) days prior to date of hearing. The affidavit may be mailed to:

City of Moorpark  
Community Development Department  
799 Moorpark Avenue  
Moorpark, CA 93021

Signed and verified this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

Staff member, City of Moorpark, CA 93021



# Moorpark

## Sign Posting Acknowledgement

Community Development Department

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Please complete and sign the following:

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PROJECT

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APPLICANT

---

DATE FILED

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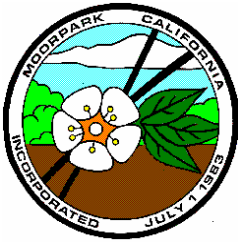
DATED

The applicant of the project as described above hereby acknowledges that the requirements of posting public notice signs pursuant to Chapter 17.68 of the Moorpark Municipal Code have been provided by the City and that the applicant has read and understood them. The applicant further acknowledges that failure to be post the required public notice sign at least eleven (11) days prior to the public hearing may result in the hearing being continued.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

---

Applicant



# Moorpark

## Plan Requirements

### Community Development Department

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#### 1. GENERAL REQUIREMENTS FOR ALL PLANS

- a. Size: 24" x 36", Maximum size 30" x 42"
- b. Location map:
  - i. Scale: not smaller than 1" = 500'.
  - ii. North arrow.
  - iii. Existing street pattern with names.
  - iv. Subject property/parcels identified.
  - v. Major streets identified.
- c. Title block:
  - i. Name of proposed project.
  - ii. Name, address and phone number of owner, engineer, applicant and lessee.
  - iii. Project address, if applicable.
  - iv. Date
- d. Map legend
  - i. Net and gross acreage of parcel.
  - ii. Gross floor area of all buildings.
  - iii. Percentage of land covered by structures.
  - iv. Square feet in parking area and percentage of landscaping in parking area.
  - v. Percentage of land covered by parking.
  - vi. Proposed number of off street parking spaces.
  - vii. Required number of off street parking spaces.
  - viii. Square feet of landscaping in parking area.
  - ix. Square feet of landscaped area.
  - x. Percentage of landscaped area on site (not in public right-of-way).
  - xi. Assessor's Parcel Number.
  - xii. Date the plans were drawn.
  - xiii. Date of the latest revision.
  - xiv. Seal or signature of professional who prepared plans.
  - xv. Scale of the plans.

## 2. ELEVATIONS:

- a. Scale: not smaller than 1/8" = 1' (unless another scale is authorized by the Community Development Director).
- b. Materials used (brick, concrete, type of roof etc.).
- c. Color scheme.
- d. Indicate height of all structures (as measured from finished grade).
- e. Elevations of all sides of all proposed structures.

## 3. SITE PLAN:

- a. Scale: an engineering scale not smaller than 1" = 20'.
- b. North arrow, with the plan oriented to the top of the page, if practical.
- c. Existing and proposed buildings and improvements, i.e. parking, landscaping, signs, trash disposal areas.
- d. Lot dimensions.
- e. Identify uses of all structures.
- f. Identify exterior building dimensions.
- g. Setbacks from structures and property lines.
- h. Distance between structures.
- i. Pad elevations of structures vs. top of curb and contours.
- j. Treatment of open areas, including landscaped areas and materials proposed to be used.
- k. Wall and fence height and sections and materials used.
- l. Enclosed trash areas (include a detail).
- m. Uses of buildings.
- n. Location of parkway trees (existing and proposed).
- o. Proposed signs, both building and freestanding including all materials and color.
- p. Temporary structures, if any.
- q. Pedestrian circulation.
- r. Street furniture, if any.
- s. Flood hazard areas.
- t. Special district service boundaries.
- u. Contours and scale, proposed and existing.
- v. Rights of way.
- w. Boundaries of project.
- x. Light sources, existing and proposed.
- y. Floor plans of all structures.
- z. Roof parapet sections and height.
- aa. Roof equipment.
- bb. Landscaped areas.

- cc. Phasing (if applicable).
- dd. Outside equipment and screening.
- ee. Easements, including utility easements.
- ff. Existing vegetation including all trees with a trunk diameter of four inches or greater (indicate which trees are to be removed).
- gg. Density of units.
- hh. Recreation areas.
- ii. Adjacent uses.
- jj. Adjacent structures within 300 feet.
- kk. Location of all existing and proposed structures including telephone poles, and booths, news racks, utility poles mailboxes, backflow preventers, fire hydrants, bicycle racks and handicapped ramps.
- ll. Parking layout including the following:
  - i. Layout and dimensions of all parking spaces.
  - ii. Dimensions of all access ways, turnaround areas, driveways, alleys and walkways.
  - iii. Off street loading spaces and facilities.
  - iv. Exterior lighting and intensity, plus height of fixture.
  - v. Type of parking and driveway area surfacing.
  - vi. Screening and landscaping areas.
  - vii. Paved area dimensions.
  - viii. Detail of curbing and retaining walls.
  - ix. Location and size of handicapped spaces.
  - x. Loading zone location and size (include turning radius).

#### 4. TRACT AND PARCEL MAPS:

- a. 1" = 500' Vicinity Map showing major streets and watercourses within 1/2 mile of the subdivision boundary
- b. Tract number or parcel map number
- c. Name and address of subdivider
- d. Name and address of owner(s)
- e. North arrow and scale of map (whenever possible, orient north to the top of the page)
- f. Name, signed seal and address of professional preparing the map
- g. Date map was prepared
- h. Total number of lots
- i. All boundary lines of the subdivision with approximate bearings and distances
- j. The location of each lot and its relation to surrounding surveys
- k. Topographic mapping showing all structures, fences, tree rows, wells, prominent features and land uses within the subdivision and within 300' of the boundaries of the

subdivision which will remain, and The approximate location and direction of flow of all watercourses and drainage channels contour lines having intervals of: 1' for slopes less than 5%, 2' for slopes between 5% and 10%, 5' for slopes between 10% and 25% and 10' for slopes greater than 25%

- l. A certificate by the map preparer that the topography shown on the map conforms to National Map Accuracy Standards
- m. Individual lot lines with approximate dimensions
- n. The lot number of each lot with the final lot number circled
- o. The net area of the smallest lot, the largest lot, and the average lot area.
- p. The proposed use of all lots
- q. The width, centerline radii and approximate grades of all rights-of-way of all streets within the subdivision and proposed to serve the subdivision
- r. The approximate finish grades at all street intersections and turnarounds
- s. The widths and approximate location of all existing and proposed public and private easements for streets, drainage, utilities and access
- t. Cut and fill slopes over 5' in height
- u. Off site grading of any dimension
- v. Names and addresses of utility providers
- w. All necessary off-site access

5. GRADING PLANS (Contact City Engineer's Office for specific contents)

- a. Standard cover sheet
- b. Sheet index and legend sheet
- c. Grading Quantity Estimate, including cut, fill, import, export, soil remediation and shrinkage
- d. On-site grading haul route plan

6. LANDSCAPING PLANS:

- a. Engineer's precise or rough grading plan must be included with submittal.
- b. Plans must be prepared by a California Licensed Landscape Architect, whose stamp must be present on all sheets. All sheets must be WET SIGNED for final approval.
- c. Landscape architect's company name, address, and phone number on all sheets.
- d. Owner's name, address, and phone number on all sheets.
- e. Sheet index on Title Sheet.
- f. All sheets clearly labeled.
- g. Location map with project site clearly identified.
- h. Scale and North arrow on all applicable sheets. North should be oriented to top of sheet wherever practical.
- i. Landscape inspection schedule on Title Sheet.
- j. Signature Block on Title Sheet.
- k. All property lines, easements, public right-of-way, sidewalks, curbs, and gutters are

clearly identified.

- l. All slopes, including top and toe, are clearly identified.
- m. All site utilities are clearly identified.
- n. All existing and proposed structures are clearly identified. Notation is included identifying which structures are to be removed and which will be protected in place.
- o. All existing and proposed trees and shrubs are clearly labeled. Notation is included identifying which are to be removed and which will be protected in place.
- p. Plans must meet standards called for in the City of Moorpark Landscape Design Guidelines.
- q. Conceptual landscape plans shall include items c.- h. and items k. - o.

## 7. LIGHTING PLANS:

- a. Plans must be prepared by a California Licensed Civil or Electrical Engineer, whose stamp must be present on all sheets. All sheets must be WET SIGNED for final approval.
- b. Engineer's company name, address, and phone number on all sheets.
- c. Owner's name, address, and phone number on all sheets.
- d. Sheet index on Title Sheet.
- e. All sheets clearly labeled.
- f. Location map with project site clearly identified.
- g. Scale and North arrow on all applicable sheets. North should be oriented to top of sheet wherever practical.
- h. Style, size, height, and location of any poles used to support luminaries.
- i. Style, size, height, and location of any foundation systems (i.e., pedestals) upon which light poles may be erected.
- j. Style, type, location, and quantity of luminaires, whether pole-mounted, bollard-mounted, or building-mounted.
- k. Type, wattage, lumens and correlated color temperature of lamps.
- l. Shields, cut-off mechanisms, or diffusers used with each luminaire.
- m. Construction structural and mounting details for all installations.
- n. All exterior lighting plans shall include photometric calculations consisting of a point by point foot-candle layout based upon a minimum twenty five (25) foot grid center extended to twenty five (25) feet beyond the property line for both initial lighting values and maintained lighting values.
- o. Lighting plans shall be prepared to scale, and shall be accompanied by dimensioned detail sheets, materials catalogues, and specifications to aid in the identification and evaluation of proposed lighting system components.
- p. All plans must meet the standards of the City of Moorpark Lighting Ordinance, Chapter 17.30 of the Moorpark Municipal Code.
- q. Conceptual lighting plans must show items c. – g. and approximate locations of h. – j. These items may be placed on the site plan in lieu of a separate conceptual lighting plan.